

**KANSAS WING  
AEROSPACE EDUCATION PLAN OF ACTION  
CALENDAR YEAR 2008**

**December Update**

01 Jan 09

**1. AE PROGRAM FOR SENIOR MEMBERS (AEPSM)**

GOAL: To increase the number of wing Senior Members completing the AEPSM  
MEASURE: Twenty-Four Senior Members will complete the AEPSM  
DUE DATE: 31 December 2008  
2007 DATA: 131 of 276 Senior Members have completed the AEPSM.  
**2008 DATA: 133 of 271 (48.71%) 25 completions this year.**  
**Exceeded Wing Goal for the year.**

**2. AEROSPACE EDUCATION OFFICERS (AEOs)**

GOAL - 2A: To increase the total number of squadron AEOs  
MEASURE: Five additional squadron AEOs will be recruited and added to the wing AEO Roster  
DUE DATE: 31 December 2008  
2007 DATA: Wing had an unknown amount of squadron AEOs out of a possible total of 15 squadron AEOs  
**2008 DATA: Currently tracking 8 out of 10 Squadron AEOs. KS 31 & 123 not reporting.**  
**Missed Wing goal by two AEOs.**

GOAL - 2B: To improve Track 215 ratings of 25 percent of present squadron AEOs by one level  
MEASURE: An inventory of Track 215 ratings of squadron AEOs will be accomplished and 25 percent of the AEOs will improve one level (such as from technician to senior)  
DUE DATE: 31 December 2008  
2007 DATA: Inventory was not completed  
**2008 DATA: 2 level improvement (KS125 & KS66) this year.**  
**Wing DAE has a Tech rating in AE, improved his rating. (No change)**  
**Achieved Wing goal (3 improvements)**

**3. AE STAFF VISITS**

GOAL: To increase the number of unit visits by AE Directorate personnel  
MEASURE: A minimum of 3 Wing AE Staff Visit Forms will be completed and filed  
DUE DATE: 31 December 2008  
2007 DATA: No visits were accomplished or no data was recorded  
**2008 DATA: Two SAV (KS92, KS66) completed. (No change)**  
**Missed Wing goal by one visit.**

#### 4. ACTIVITY REPORTS

GOAL: To increase the number of Squadron Aerospace Education Activity Reports submitted

MEASURE: A minimum of 10 (100%) Squadron AE Activity Reports will be completed and filed

DUE DATE: 31 December 2008

2007 DATA: Unknown at this time

**2008 DATA: Reports due at the end of the year. No monthly reports have been sent to DAE.**

**Six of nine Squadrons have submitted AE Activity reports as 01 Jan 09.**

**Missed Wing goal.**

#### 5. SQUADRON AEX AWARD PROGRAM

GOAL: To increase the number of Wing squadrons participating in the Aerospace Education Excellence (AEX) Award Program

MEASURE: Three squadrons will participate in the 2007 - 2008 AEX Program

DUE DATE: 31 December 2008

2007 DATA: Unknown at this time

**2008 DATA: Participating: KS34, KS66, KS 92. Completed: KS92.**

**Achieved Wing goal.**

#### 6. AEROSPACE EDUCATION MEMBERS (AEMs)

GOAL: To increase the number of Aerospace Education Members (AEMs) in the State of Kansas.

MEASURE: Three more individuals will be recruited and participate as AEMs

DUE DATE: 31 December 2008

2007 DATA: Unknown

**2008 DATA: 9 AEMs reported. 3 joined during 2008.**

**Achieved Wing goal.**

#### 7. SCHOOL AEX AWARD PROGRAM

GOAL: Develop two School Aerospace Education Excellence (AEX) Award Program sites for 2008

MEASURE: Wing will receive notification from CAP NHQ of teachers, grade levels, and school participation

DUE DATE: 15 December 2008

2007 DATA: Unknown

**2008 DATA: No Schools are participating.**

**Missed Wing goal.**

## 8. WING CONFERENCE AE SESSION

GOAL: To develop an AE session within the Wing Conference covering AE topics (such as Wing AE Plan of Action, Squadron AE Activity Reports, and AEOs)

MEASURE: Produce AE breakout session materials and collect attendance sign-in roster of squadron AEOs and Commanders

DUE DATE: 31 May 2008

2007 DATA: Unknown how many personnel attended 2007 Wing Conference AE session

**2008 DATA: 10 KS Wing personnel and 3 visitors attended 2008 Wing Conference AE session. 3 of 10 KS Wing personnel were Squadron AEOs (KS34, KS92, KS125). Session presenter was KS66 AEO.**

**Achieved Wing goal.**

## 9. NCASE

GOAL: Improve Wing representation at National Conference of Aviation and Space Education (NCASE)

MEASURE: One Wing Senior Member and/or other educators will attend 2008 NCASE

DUE DATE: 18 October 2008

2007 DATA: Unknown if any Wing Members attended 2007 NCASE

**2008 DATA: No KSWG personnel are reported to attend.**

**Missed Wing goal.**

## 10. AE AWARDS

GOAL: Submit nominations for AE awards (such as Brewer, Crown Circle and/or Crossfield AE Teacher) to higher headquarters

MEASURE: Four forwarded nominations to higher headquarters

DUE DATE: As appropriate considering the due date of award nomination submission

2007 DATA: Unknown if any nominations were submitted

**2008 DATA: Nominations not yet due to Wing HQ. Two nominations forwarded.**

**Missed Wing goal by two.**

## 11. WING WEB AE PAGES

GOAL: Construct Wing Web AE Pages covering information on AEPSM, AEOs, Track 215 requirements, and AE components (internal and external) of CAP

MEASURE: An email announcement of the AE Pages will be sent to all wing members and units connected to the web

DUE DATE: 31 December 2008

2007 DATA: No Wing Web AE Pages were constructed

**2008 DATA: Links to NHQ AE pages put in place of Wing AE page.**

**Missed Wing goal.**

## 12. AE BULLETINS

GOAL: Distribute AE bulletins and announcements throughout the Wing  
MEASURE: Minimum of 3 monthly bulletins/announcements distributed through Wing email with links posted on Wing AE web site  
DUE DATE: 31 December 2008  
2007 DATA: No AE newsletters/bulletins were published  
**2008 DATA: 16 AE announcements/bulletins sent to AEOs this year (2 more sent out since last report).**  
**Achieved Wing goal.**

## 13. WING/DOT BOA AGREEMENT

GOAL: To strengthen the partnership between Wing CAP and The State Department of Transportation Bureau of Aeronautics (DOT BOA)  
MEASURE: If needed, the partnership agreement will be revised  
DUE DATE: 31 December 2008  
2007 DATA: Unknown if any action was taken  
**2008 DATA: Status unknown. Further action pending research.**  
**Missed Wing goal.**

## 14. REPORTS TO COMMANDER

GOAL: Increase the number of reports submitted to Wing Commander  
MEASURE: A minimum of 12 monthly email reports using the AE Plan of Action format will be provided to the Wing Commander  
DUE DATE: 31 December 2008  
2007 DATA: Unknown if any reports were submitted  
**2008 DATA: Seven updates sent to KSWG CC and CoS.**  
**Missed Wing goal by five updates.**